

Election Results Certification Checklist

Locality

Election Date (MM/DD/YY)

Please put a check (✓) in the box next to each completed requirement.

- ☐ All information has been entered into Enhanced Results and verified as accurate. *If there are discrepancies/validations issues that could not be cleared, an explanation needs to be submitted with the abstracts and this checklist.*
 - ☐ Summary Entry page
 - ☐ Detailed Results Entry pages (for all precincts, including the provisionals precinct)
 - ☐ Statistics Entry pages (provisional and curbside data)
 - ☐ Voter Turnout Entry page
 - ☐ Certification page (declaring all local office winners)
- ☐ Write-in winners (if applicable):
 - ☐ VERIS: A candidate record was created.
 - ☐ Enhanced Results:
 - They were added as a candidate.
 - Their results were removed from the write-in results row and entered on their own row.
- ☐ The Election Reporting pages on ELECT's website (<https://www.elections.virginia.gov/resultsreports/election-night-reporting/>) have been reviewed and verified as accurate. *If the information on the website does not match the information you entered in Enhanced Results or you find some other issue, email Enhanced Voting at support@enhancedvoting.com. (§ 24.2-105.1)*
- ☐ All Voting Credit has been entered in VERIS and verified as accurate.* (§ 24.2-114(10))
 - ☐ *Paper pollbooks were used instead of EPBs. Once voting credit has been entered and verified as accurate a new checklist will need to be completed and emailed to EA@Elections.Virginia.gov.
- ☐ The electoral board concluded its canvass within seven days, for a general or special election, or within six days, for a primary election. *If canvass was not concluded by the appropriate deadline, an explanation needs to be submitted with the abstracts and this checklist. (§24.2-671, §24.2-678, §24.2-532)*
- ☐ The Abstract(s) of Votes Cast and, if applicable, Write-In Certification(s) and/or Abstract(s) of Referendum:
 - ☐ Have been printed, verified as accurate, and completed (dated, signed, and stamped with the locality seal).
 - ☐ Certified copy(ies) are being submitted to ELECT with this checklist. (§ 24.2-675)
 - ☐ For primaries, certified copy(ies) have been submitted to the appropriate chairman. (§ 24.2-532)
 - ☐ For general and special elections, certified copy(ies) have been submitted to the appropriate clerk. (§ 24.2-675)
- ☐ A voided original of each ballot style for this election will be submitted with the abstracts and this checklist. (§ 24.2-612)
- ☐ The completed abstracts, write-in certifications, this checklist, and all explanations required will be submitted to ELECT via the online Forms site form (<https://fs28.formsite.com/vaelect/submitabstracts/index>). Originals will not be mailed to ELECT until the Forms site submissions are approved.

We hereby certify that the information contained herein and in any required attachments is true, accurate, and completed to the best of our knowledge and ability.

General Registrar: Print Name

Signature

Date

EB Secretary/Acting Secretary: Print Name

Signature

Date